



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Administration

Correction To CHG-60
dated December 16, 2005

Special Attention of:

Transmittal for Handbook No: 2225.6 REV-1
CHG -65

Headquarters Records Management Liaison Officers
Field Office Records Management Liaison Officers

Issued: March 13, 2006

1. **This transmits** a correction to change 60 dated December 21, 2005, Schedule 49, Records Relating to Labor Relations Functions.

2. **Summary:**

Item 7. Wage rate files on Urban Renewal projects is being deleted because it is no longer a Labor Relations function. Monitoring files pertaining to Labor Relations functions, applicable Labor Standards Statutes, and related information is being added as item 7. These descriptions of records and dispositions instructions were approved by National Archives and Records Administration on November 21, 2005, NARA Job Number N1-207-05-4.

3. **Filing Instructions:**

Remove:

Appendix 49,
page 3 and 4,
dated 10/88

Insert:

Appendix 49, CHG-60
page 3 and 4,
dated 12/05

Distribution: W-3-1 (Special Direct by AJADR)

HUD-23

RECORDS DISPOSITION SCHEDULE 49

RECORDS RELATING TO LABOR RELATIONS FUNCTIONS

Item No.	Description of Records	Disposition
7.	Monitoring files pertaining to Labor Relations functions, applicable Labor Standards Statutes, and related information. Regional and Field Office files.	Destroy files five years after closing of monitoring or when superseded by the two most recent monitoring records.
8.	Contractor's payrolls (construction) submitted in accordance with Department of Labor regulations with related certifications, anti-Kickback affidavits, and other papers. Field Office files.	Destroy three years after completion of any enforcement action, or three years after completion of contract, unless contract performance is subject of enforcement action on such date. (NARA Job NC1-207-77-4, item 8)
9.	Investigative labor standards files containing correspondence enforcement reports and related material.	Destroy three years after closing of case. (NARA Job NC1-207-77-4, item 9)
10.	Opinions, policy and procedural issuances, interpretations, and other directives related to Labor Relations and Labor Relations Standard Activities.	
	a. Headquarters files.	Break files annually. Destroy when superseded or obsolete, or when no longer needed for administrative use. (NARA Job NC1-207-77-4, item 10a)
	b. Field Office copies.	Destroy when superseded or obsolete. (NARA Job NC1-207-77-4, item 10b)

RECORDS DISPOSITION SCHEDULE 49

RECORDS RELATING TO LABOR RELATIONS FUNCTIONS

Item No.	Description of Records	Disposition
11.	Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.	
	a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.	Temporary. Destroy/delete within 180 days after the recordkeeping copy has been produced.
	b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.	Temporary. Destroy/delete when dissemination, revision, or updating is completed.